



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING**
Minutes of November 18, 2021

1. 4:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE

President Capps called the meeting to order at 4:05 pm and led the flag salute.

2. ROLL CALL

Secretary Gelos called the roll. Director Burgess was absent. All other Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, Operations Manager Mike Wilcox, District Engineer Doug Groshart and District Counsel Jeff Minnery.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Manager Duffield introduced the Districts' newly hired District Engineer, Doug Groshart.

Director Burgess arrived at 4:07 pm.

4. CONSENT ITEMS

- a. **Meeting Minutes:** Receive/approve minutes of special meeting of November 4, 2021.
- b. **Meeting Minutes:** Receive/approve minutes of regular meeting of October 21, 2021.
- c. **Warrant Register:** Receive/approve October 2021 warrants.
- d. **Treasurer's Report:** Receive/file October 2021 reports.
- e. **Fiscal Report:** Receive/file October 2021 status reports.
- f. **Office Report:** Receive/file October 2021 reports.

There were no public comments.

Director Barker made a motion to approve all consent items as presented. Director Burgess seconded the motion. The motion passed by the following voice vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

5. PUBLIC HEARINGS

- a. **Submittal to consider approval of Resolution 21-12 implementing Stage III of the Emergency Water Shortage Regulations and Staged Water Use Reduction Plan.**

Manager Duffield provided a brief summary of the item and answered any questions the board had.

There were no public comments.

Director Cousineau made a motion to refuse Resolution 21-12 implementing Stage III of the Emergency Water Shortage Regulations and Staged Water Use Reduction Plan. Director Capps seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

6. DISCUSSION ITEMS

a. Introduction of Ordinance No. 21-1 Amending Chapter 8 Solid Waste Department, and adopt the Recycled-content Paper Product Procurement Policy to be in compliance with SB 1383.

Manager Duffield provided a brief summary of the item and answered any questions the board had.

Sam Poppin, a Heritage Ranch resident asked if it was possible to get some compost and keep somewhere within the ranch to be available to all residents of the community. Manager Duffield stated he would talk with San Miguel Garbage to see if they could work something out.

Director Rowley made a motion to adopt the Recycled-content Paper Product Procurement Policy to be in compliance with SB 1383. Director Barker seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

b. Request to adopt a Charter document for the Water Resource Recovery Facility upgrade project.

Manager Duffield provided a brief summary of the item and answered any questions the board had. Dylan Wade of WSC was present and went over the Charter document with the board.

There were no public comments.

Director Cousineau made a motion to adopt a Charter document for the Water Resource Recovery Facility upgrade project. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

7. MANAGER REPORT

Manager Duffield provided a brief summary of the report and answered any questions the board had.

There were no public comments.

The November 2021 report was received and filed.

8. OPERATIONS REPORT

Operations Manager Wilcox provided a brief summary of the report and answered any questions the board had.

There were no public comments.

The November 2021 report was received and filed.

9. COMMITTEE AND DIRECTOR REPORTS

There were no reports.

10. ADJOURNMENT

On a motion by Director Cousineau and seconded by Director Rowley the meeting adjourned at 5:53 pm to the next scheduled regular meeting on Thursday, December 16, 2021.

APPROVED:


Devin Capps (Dec 17, 2021 10:21 PST)

Devin Capps, President
Board of Directors

ATTEST:


Kristen Gelos, Secretary
Board of Directors